

Quotation Request //

US Government Printing Office

Atlanta Regional Office
1888 Emery St., Suite 110
Atlanta GA 30318-2566

JACKET:524-607

Quotations are Due By:

(Eastern Time) 11:00 AM on 03/25/2009

Submit Fax Quotes to: (404) 605-9185

Contractors must provide mandatory taxpayer information before GPO makes payment.

Please see special notice on <http://contractorconnect.gpo.gov/>.

TITLE: NON-MASTER FILE POCKET GUIDE

QUANTITY: 11605 Saddle Stitched Pamphlets

TRIM SIZE: 3-1/2 x 6"

FORM NO: Document 10978 (Rev. 10-2006) Cat 27288Q

PAGES: 28 pages (self cover)

SCHEDULE:

Furnished Material will be available for pickup by 03/25/2009

Ship complete by 04/03/2009

F.O.B. contractor's city/origin - See Below

F.O.B. Contractor's City/Origin

Ship 11,605 copies to two addresses on/before April 3, 2009 - see "DISTRIBUTION" section for quantity breakdowns and complete addresses.

The following information applies to all F.O.B. Contractor's City shipments:

- All consignments weighing between 1 pound and 750 pounds must be shipped GROUND via a furnished IRS Small Package Carrier account number. If the vendor does not have such an account, one will be established for that vendor. Contractor must not use their own small package carrier account.

- All consignments weighing over 750 pounds ship via IRS Government Bills of Lading. The vendor must contact Jim Moses (678-547-3680) or Craig Nelson (678-547-3688), to provide IRS with the exact ship date, plant hours, number of boxes shipping to each destination, approximate weight of each box, and total number of skids. IRS must be notified in a timely manner so that GBL's may be cut and forwarded to the vendor in time to meet scheduled ship date.

NOTE: The vendor cannot be reimbursed for using his or her own small parcel carrier account and/or BL's, nor may GPO GBL's be cut for this order.

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 8-02)) applies.

DESCRIPTION:

ATTACHMENT(S) NOTICE: The specifications for subject order include attachment(s) that are an integral part of the specifications. All parties can obtain an e-mail copy of the attachment(s) prior to quotation deadline by e-mailing infoatlanta@gpo.gov with their request. Please include jacket number in subject line, request attachments in body of e-mail, and include alternate e-mail address if other than the sending e-mail address. Attachment(s) is/are an integral part of these specifications. No additional payment will be allowed for the correction of errors due to the failure of the contractor to examine the attachments and thoroughly understand the nature and extent of the work to be performed.

Pamphlets print type and rule matter in Black. Folio pages 2, 27, 28 are blank.

NOTE: High resolution digital printing (computer to plate) is acceptable as long as Quality Level 3 is maintained. (Inkjet printing or copying is not acceptable).

MATERIAL FURNISHED: Contractor to receive. See Below:

- One electronic file (see "ELECTRONIC MEDIA") will be emailed to the contractor after award.
- IRS carton shipping labels (Form 6153) to complete ELECTRONICALLY and copy as necessary which will be furnished by IRS two business days after award via e-mail (in a ZIP file with Form 2040)***. See "PACKING" for additional labeling instructions.
- IRS Form 2040 in a fillable PDF file format which will be provided by IRS two business days after award via e-mail (in a ZIP file with IRS Carton Shipping Labels)***.

*** Contractor is required to have Internet access, provided through their Internet Service Provider (ISP) with email and a web browser equivalent to Internet Explorer 6.0 or Netscape 4.0. The contractor is also required to have Adobe Acrobat 6.0 Standard (or higher) software, NOT Adobe Reader, on a computer with email capability.

The contractor is required to complete and email IRS Form 2040 daily to the IRS when shipping begins. IRS Form 2040 is in a fillable PDF file format. The majority of the information in the form will be filled in by the IRS prior to being sent to the contractor. The contractor is responsible for the verification and correctness of information supplied back to IRS. If there is any information missing or incorrect, please contact Jim Moses (678-547-3680) or Craig Nelson (678-547-3688).

NOTE: The contractor MUST complete the Electronic IRS Form 2040 and transmit via email to IRS directly each day the product ships. Any delay or missed input could result in delay of payment.

ELECTRONIC MEDIA:

- PLATFORM: Unknown
- STORAGE MEDIA: One email PDF file.
- SOFTWARE: Page layout furnished via one PDF file. NOTE #1: Contractor must have the ability to edit PDF files. Contractor is not to request that electronic files provided be converted to a different format. If contractor wishes to convert files to a different file format, the final output must be of the same or higher quality.
- COLOR(s): Identified as Black.
- FONTs: All fonts are Embedded and/or Embedded subset.
- OUTPUT: High resolution output required (1200+ DPI).

ADDITIONAL INFORMATION:

- Identification markings such as register marks, commercial identification marks of any kind, etc., except form number and revision date, carried in the electronic files, must not print on the finished product.
- Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file image processing must be reported to your contract administrator.
- The contractor shall create/alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

- When PostScript Files are not furnished - prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.
- Upon completion of this order, the contractor must furnish final production native application files (digital deliverable) and one press quality PDF file with the furnished media. Storage media must be MAC/PC compatible. The digital deliverables must be an exact representation of the final product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order
JCP Code* A60, White Offset Book, Basis Size 25 X 38" Basis Weight 50#

COLOR OF INK: Ink Must Contain a Minimum of 20% Vegetable Oil
Black

PRINT PAGE: Head to Head

MARGINS:

Follow file setup*. *Contractor to establish and maintain suitable, consistent margins to allow for a minimum of 1/4" left and right and ensure no loss of copy in bind.

PROOFS: (*) See Below:

Deliver the following proofs to the department via e-mail on or before March 27, 2009. Contractor furnished proof approval letters will not be recognized for proof approval/disapproval. Only GPO generated proof letters will be recognized for proof approval/disapproval.

(*) Complete PDF proof in READER'S SPREADS to be e-mailed to the agency at the following e-mail address: James.D.Moses@irs.gov. PDF proof must be ripped using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs MUST show trim marks. NOTE: CONTRACTOR MUST CALL JIM MOSES AT 678-547-3680 TO CONFIRM RECEIPT.

Proofs will be withheld not more than 2 workday(s) upon from receipt by the Government to receipt in contractor's plant (approval via e-mail). Contractor must not print prior to receipt of an "OK to print".

NOTE: Films are not required. If at the contractor's option films are used, the Government will not pay for new films due to Author's Alterations. The Government will pay for making digital corrections - not for new films. At the completion of the order, the contractor must provide the Government with storage media (same type of storage media as was originally furnished) containing corrected files in the same format as the original Government furnished material.

BINDING:

Saddle-stitch in 2 places on 6" side. Trim 3 sides.

PACKING:

Shrink wrap in units of 10. Shipments must be boxed in quantities of 580 per carton*. Contractor must NOT deviate from these quantities.

Each carton should not exceed 32 lbs in weight. All cartons must be packed solid in corrugated or solid fiber shipping containers, bursting strength: 200p.s.i, minimum. Carton bottoms may be glued, stapled, or sealed with polyester tape 51 mm to 76 mm (2 to 3) width, minimum 12kNm (65 lbs./inch) traverse tensile strength. If stapled, the cartons may only be stapled on the bottom and/or side; no staples are to be used on top. Cartons are to be sealed at the top with 51mm to 76mm (2 to 3) paper or polyester tape (not reinforced). Contractor will determine exact dimensions of carton in accordance with folded and/or trim

size and weight of the product produced.

*In some cases where, there may be one carton with an odd quantity due to the quantity packed per carton not dividing equally in the quantity ordered. The label for that single carton **MUST** be labeled accurately with the carton quantity (see CARTON LABELING for electronically correcting label quantity). Place that odd carton at the top of the load.

CARTON LABELING: Contractor must reproduce shipping carton label at 100% on white paper from furnished PDF file, fill in appropriate fields and securely attach one label to each carton. **NOTE:** Carton labels contain barcodes; therefore, dot matrix printing is **NOT** acceptable.

For palletized shipments, all cartons must have IRS Shipping label affixed to one carton end only (never top, long side, or bottom). On cartons shipped via small package carrier (SPC), affix the SPC label on top of carton on the end nearest to IRS label. On small package carrier (SPC) boxes/envelopes, the IRS label is to be affixed to the top of each package and the SPC shipping label to the reverse side of the package (this includes advance distributions and IRS samples). All shipments to IRS National Distribution Center via SPC are to leave "To (Consignee) Address" field blank. Correct labeling of shipping cartons, in strict accordance with the requirements of these specifications, is essential to the identification, distribution and warehousing activities of the IRS. Use of any other label is prohibited and may be cause for rejection of reimbursement for any expenses incurred to correct use of improper labels.

The following must be updated **ELECTRONICALLY** by the contractor, when not entered by IRS on the PDF label using Adobe Acrobat 6.0. **DO NOT MAKE HAND-WRITTEN UPDATES TO THE LABEL UNDER ANY CIRCUMSTANCES.**

--Carton # of #
--From Address
--To Address
--Carton Quantity

If requested, the contractor must send an electronic PDF proof of label prior to reproducing.

FAILURE OF THE CONTRACTOR TO THE PDF LABEL ELECTRONICALLY WILL RESULT IN THE SHIPMENT BEING REJECTED AND RE-LABELED AT THE CONTRACTOR'S EXPENSE.

*If a "0" is pre-filled in on the furnished PDF label, then contractor **MUST** change the "0" to reflect actual quantity inside cartons. Contractor must ensure that all cartons have the same quantity. The carton count field in the PDF file is directly linked to the barcode field. All changes to the carton count field **MUST** be made in the electronic label (not hand filled in) to whatever the true carton quantity is so that it is reflected on the label in both the quantity and barcode fields. **NOTE:** In the case of one carton with an odd quantity due to the quantity packed per carton not dividing equally into the quantity ordered, the label for that single carton must also be updated electronically to reflect the true quantity per carton.

****Automated "Carton # of #" fields:** To print the correct number of labels for each address with sequential carton numbers, input in the total number of cartons and press "Print Labels" button. **Warning:** Once the print button is pressed, printing can not be cancelled. Be sure all information is correct prior to printing

labels.

PALLETS: All motor freight shipments require pallets.

Pallets for IRS consignments: Pallets must be type III and must conform to the Federal Specifications NN-P-71C, and any amendments thereto except for dimensions and single center stringer (see attached "IRS Pallet Specifications" sheet). Pallets must be 48" in length and 40" in width and must not exceed 5" in height. Full entry MUST be on the 40" width. Strict adherence to these dimensions is necessary to accommodate storage requirements of IRS National Distribution Center. Receipt of incorrect pallets may result in a charge for each incorrect pallet, which will be assessed against the contractor. This charge will cover additional costs incurred by IRS to repalletize the shipment onto correct pallets.

PALLETIZING: See attached "IRS Pallet Specifications" sheet. Cartons must be fastened securely to the pallet in a manner that will prevent movement during transit but permit ready removal, without damage to the cartons, at destination. Do not use metal strapping or pallet caps for securing material on pallets. There must be no more than one partial pallet per destination.

PACKAGING AND PACKING PROBLEMS: In addition to other inspection procedures detailed elsewhere in these specifications, the contractor is responsible for correcting all packaging and packing problems (i.e. mislabeled cartons, IRS carton labels not being used or securely attached, cartons not being packed solid, incorrect pallets, or pallets not being layered right). The delivery will either be returned to the contractor to be corrected or the contractor may be billed by GPO for the amount that accrued in fixing the problem by an outside vendor.

"Mislabeling" means any error on the carton label, which incorrectly states or identifies the title of the form; the form identification number; or the quantity of forms actually contained in the carton, or has any missing information, or is not securely attached.

DISTRIBUTION:

F.O.B. Contractor's City/Origin: (Ship on/before April 3, 2009):

Ship 5 copies to: IRS, Attn: Jim Moses, 678-547-3680, Hollins Bldg, Room 201, STP 061-N, 2970 Brandywine Rd, Chamblee GA 30341-5528.

Ship 11,600 copies to: IRS, National Distribution Center, W:CAR:MP:M:L:NDC:B:WH, 1201 N Mitsubishi Motorway, Bloomington IL 61705-6613.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

(a) Non-destructive Tests -- General Inspection Level I.

(b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD	ALTERNATE STANDARD
P-7. Type Quality and Uniformity	OK'd PDF Proof	File Setup

*In the event that the Specified Standard is waived, the Alternate Standard will serve as its replacement.

DISPUTES CLAUSE: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/printforms/pdf/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

All GPO publications referenced in these specifications are available on the internet via the GPO web-site, <http://www.contractorconnect.gpo.gov>.

Attachment(s): #1 is/part of this specification